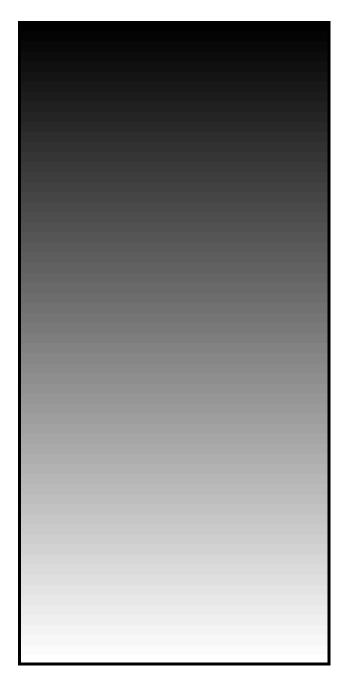
OJP



Rural Domestic
Violence and Child
Victimization
Enforcement Grant
Program

Fiscal Year 2000 Continuation Application Guidelines December 21, 1999

Dear Colleague,

On November 29, the President signed the FY 2000 budget which included an appropriation of \$25 million for the Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program). Due to the significant number of existing Rural grantees and limited funding, the Violence Against Women Office can only provide continuation support to FY 1998 grantees that have successfully implemented the goals and purposes of the Rural Program. Submission of an application does not guarantee continuation funding.

This year the Office of Justice Programs (OJP) requires you to submit your application for funding through the new OJP user friendly **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

In FY 1999, GMS was implemented as a pilot project for optional electronic submission of applications for funding from the OJP Program Offices including the Corrections Program Office, Drug Courts Program Office, Executive Office for Weed and Seed, Office for State and Local Domestic Preparedness Support, and the Violence Against Women Office. In FY 2000, all applications for OJP Program Office funding will only be accepted electronically through GMS.

Please use the enclosed application guidelines to assist you in preparing your continuation application. Applications must be submitted electronically through the Grants Management System to the Office of Justice Programs no later than February 8, 2000, however, to accommodate those grantees whose project periods end in December and January, we will **immediately be accepting GMS electronic submission of applications**. Please be advised that it will take at least four weeks from the time we receive your application to process your award.

For more information on the goals and objectives of the Rural Program, review the FY 1999 Rural Program Application Guidelines at www.ojp.usdoj.gov/vawgo/, "Grant Descriptions and Application Kits."

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in the enclosed package. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

You may contact Lauren Nassikas at (202)305-1792 if you have any questions. We look forward to receiving your application.

Bonnie Campbell, Director Violence Against Women Office

enclosure

This package contains instructions for submitting your continuation application for FY 2000 support through the Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program). All Applications must be submitted online via the new OJP Grants Management System. Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process. Applications will be accepted immediately, but must be received no later than February 8, 2000. Enclosed please find the following instructions:

- 1. Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System
- 2. Program Guidelines
- 3. Administrative Requirements
- 4. Reporting Requirements
- 5. Suspension or Termination of Funding
- 6. Application Content
- 7. SF-424 Instructions (note: the SF-424 form is not included in this packet, as it will be completed online via the Grants Management System)
- 8. Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement (note: you will be "signing off" on these assurances and certifications electronically via the Grants Management System)
- 9. Budget Detail Worksheet (note: you will submit your budget and budget narrative online; when you are preparing your budget, please use the Budget Detail Worksheet as a guide, including all the required information and budget categories, as needed, in your document)
- 10. Sample Budget
- 11. Single Points of Contact
- 12. STOP Violence Against Women Formula Grant Program List of Designated State Agencies
- 13. State Offices Administering the Byrne Formula Grant Program

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ♦ Step 1. Using your established Internet account (*if you do not have one, see directions below), go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Applicant User's Manual is available on this page, and you may link directly to the OJP Grants Management System (GMS) which will provide online "help" screens
- ♦ Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OJP Program Office Grant Funding
- ♦ Step 3. Click on "New User? Register Here"
- ♦ **Step 4.** Follow the onscreen instructions to register with the GMS system. Once you receive confirmation that you are eligible to apply, you simply follow instructions to submit your application on-line.

If you have any questions about GMS, or need assistance in any way, contact the **GMS Hotline at 1-888-549-9901**.

^{*}If you do not already have an Internet account, you must establish one in order to apply online for Office of Justice Programs funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.

PROGRAM GUIDELINES

Award Period

The award period for continuation grants will be 18 months. <u>Budgets must reflect 18 months of project activity.</u>

Award Amount

Due to limited funding, it is unlikely that OJP will make awards in excess of \$750,000 for statewide, multi-statewide and tribal consortium projects and in excess of \$350,000 for local and tribal projects. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should be based on FY 1998 budget amounts. OJP has the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

Future Funding

The Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program) is a discretionary grant program. There is no guarantee of continuation funding. While the Office of Justice Programs will make every effort to provide continuation funding to successful projects, grant recipients should plan for institutionalization and maintenance of project activities in the absence of continued federal support. In fiscal year 2000, all applicants are required to include an <u>outline</u> of a plan describing how the costs of sustaining projects currently receiving VAWO support will be gradually absorbed by States, tribes and local communities over time.

Coordination with STOP Formula Grant Program and Other Federal Efforts

To ensure the consistency of State goals with respect to reducing violence against women, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency. Applicants are required to submit a copy of their applications to the State agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne State agencies can be found in Appendices F and G, respectively.

Violence Against Women Office Technical Assistance Program

Grant recipients must agree to work closely with staff from OJP's Violence Against Women Office and OJP designated contractors providing technical assistance. Grant recipients will be asked to identify advocates from local domestic violence programs, law enforcement officers, prosecutors, judges and other representatives from the criminal justice system and the community to participate in institutes, workshops and other technical assistance events. As participation in technical assistance events will often involve out-of-state travel, applicants are

required to include funds in the project budget to support travel costs associated with these activities.

Coordination with Non-profit, Non-governmental Domestic Violence Programs

All applicants are required to enter into formal, respectful collaborations with non-profit, non-governmental organizations serving battered women. Domestic violence advocates must be involved in the development and implementation of the project.

Non-Rural States

If a non-rural State government elects to submit an application on behalf of one or more of its rural jurisdictions, the application <u>must reflect a cohesive plan</u> for addressing violence against women and children in the State's rural jurisdictions. This is an opportunity for non-rural States to develop and set policy for rural domestic violence and child victimization programming. Some examples of cohesive State plans include: supporting rural organizers to help establish services for victims in several rural, isolated areas of the State; funding one rural jurisdiction to develop a model rural domestic violence project for the State; supporting a Statewide initiative to enhance the response to domestic violence in underserved populations in rural jurisdictions; and developing a project to enhance the judicial response to domestic violence victims in rural and/or tribal jurisdictions.

Information Collection

Grantees must collect and maintain data that measures the impact of the jurisdiction's current and prior efforts to combat violence against women and children. Specifically, OJP is seeking data that includes baseline information to illustrate the impact before and after implementation of any grant-supported strategies. Data of particular interest to OJP includes, but is not limited to, increases or decreases in the number of: 911 calls, arrests, domestic violence and child abuse case prosecutions or dismissals, domestic homicides, recidivism rates, conviction rates for domestic violence and child abuse cases, protection order violations and dual arrests.

ADMINISTRATIVE REQUIREMENTS

<u>Assurances</u>

This package includes a list of assurances that the applicant must comply with in order to receive Federal funds under this Program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a

range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Purchase of American-Made Equipment and Products

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

Human Subject Testing

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must agree to the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace.

Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free

Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

REPORTING REQUIREMENTS

Financial Status Report

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

Single Audit Report

Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

Semi-annual Progress Report

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through

June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Violence Against Women Act of 1994, program guidelines issued thereunder, or other provisions of Federal law;
- # Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions:
- # Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding:
- # Filing a false certification in this application or other report or document; or
- # Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR, part 18.

APPLICATION CONTENT

<u>Under the new Grants Management System (GMS), the SF-424, project narrative, budget and budget narrative and other forms will be submitted online</u> A fully executed continuation application, for the purposes of this Program, must include the following:

1. **Application for Federal Assistance** (SF-424)

The SF-424 will be filled out online via the GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.589, and the title is Rural Domestic Violence and Child Victimization Enforcement Discretionary Grants Program. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

2. Abstract (not to exceed one page)

A summary describing the proposed project and how it would fit into the applicant's overall strategy to reduce rural domestic violence and child victimization should be prepared. The summary must clearly indicate in what jurisdictions the project will be implemented (grantees from non-rural States must list the rural jurisdictions in which the project will be implemented).

3. **Project Narrative**

The Project Narrative <u>may not exceed 12 double-spaced, typed pages</u> on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

a. Impact of the Project (not to exceed one page) :

Please describe the impact of the current project on your State, tribe or community, including descriptions of systems and attitudinal changes which have occurred as a result of Violence Against Women Office grants. Please provide a description that illustrates the "before and after" impact of the existing project, including any data on how grant funds have impacted the number of 911 calls, arrests, dual arrests, prosecution and dismissal of domestic violence and child abuse cases, conviction rates, recidivism and domestic homicide.

b. Status of the Current Project (not to exceed two pages):

This section should describe what has been accomplished by the current project, including: 1) a list of the goals and objectives for the original project, describing the status of each; 2) the status of completion of any project products; 3) unanticipated obstacles to project implementation.

c. Need for the Project (not to exceed one page):

This section should briefly: 1) describe the problem to be addressed and how

continuation funding would alleviate it; 2) identify the target population and state how the target population would benefit from the proposed project; and 3) describe the communities in which the project would be implemented, including location, population, and other relevant demographic information.

d. What Will be Done (not to exceed four pages):

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives and activities. The applicant should describe how additional funding will continue and/or enhance the existing project.

e. Who Will Implement the Project (not to exceed one page):

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced among components of the criminal justice system practitioners, domestic violence advocates, health care providers, child protection workers, and other community service providers.

All applications <u>must</u> include the required Memorandum of Understanding (see enclosed description) as a separate attachment to the application. <u>Signed MOU's must be faxed separately to 202-305-2589</u>, attention: <u>Lauren Nassikas</u>, <u>Rural Program</u>.

A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

f. The Products (not to exceed one page):

This section should describe the products that will be generated and how they could be used to assist other rural jurisdictions in addressing domestic violence and child victimization. Grantees will be required to submit all products to the Violence Against Women Office for review prior to public release.

g. How Success Will be Measured (not to exceed one page):

This section should describe the criteria that would be used to evaluate the project's effectiveness. It should explain how the evaluation would be conducted and identify the specific data collection and analysis techniques to be used. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the procedures, technology, or services supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the

effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.

As a special condition to the award, grantees will be required to collect and maintain data that measures the impact of the jurisdiction's current and prior efforts to combat violence against women. Specifically, OJP is seeking data that includes baseline information to illustrate the impact before and after implementation of any strategies to address domestic violence. Data of particular interest to OJP includes, but is not limited to, the number of 911 calls, arrests, dual arrests, prosecution and dismissal of domestic violence and child abuse cases, conviction rates, recidivism and domestic homicide.

h. Related Federal Projects:

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

- 1) a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts¹, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose;
- 2) information on any pending application/s for Federal money for this or related efforts;
- 3) how existing efforts would be coordinated with the funding sought through this application; and
- 4) how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices F and G, respectively). Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process.

¹Related efforts is defined for these purposes as for:

[•] the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);

[•] another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or

providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

4. Budget and Budget Narrative

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. Due to limited funding, it is unlikely that OJP will make awards in excess of \$750,000 for statewide, multi-statewide and tribal consortium projects and \$350,000 for local and individual tribal projects. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should not greatly exceed FY 1998 budgets.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any match contributions can be discussed in the project narrative, however, match contributions should <u>not</u> be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

All applicants must include a line item in their budgets allocating funds (\$25,000 for statewide, multi-statewide and tribal consortium projects, and \$15,000 for local and individual tribal projects) for travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers. This amount should be included in the "travel" category.

Applicants are also urged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants in the financial administration of Office of Justice Programs formula and discretionary grant programs.

A Budget Detail Worksheet is included in this package. You will submit your budget and budget narrative online, however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. the proposed amount and uses of grant funds over the grant period; and
- b. how the amounts of the specific budget items were determined.

5. **Memorandum of Understanding**

Each application must include, as an attachment, a memorandum of understanding

created and signed by the chief executive officers and/or directors of: relevant criminal justice agencies participating in project development or implementation, e.g., law enforcement, prosecution, the courts, and probation; non-profit, non-governmental domestic violence programs, women's groups or community organizations that represent the views and concerns of domestic violence survivors; and other relevant community agencies or organizations that will collaborate to implement the project.

Note: All projects must include participation from domestic violence advocates.

The memorandum of understanding must:

- 1. identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- 2. specify the extent of each party's participation in developing the application;
- 3. clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- 4. indicate approval of the proposed project budget by all signing parties; and
- 5. describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may not be submitted in lieu of the memorandum of understanding.

Signed MOU's must be faxed separately to 202-305-2589, attention: Lauren Nassikas

- 6. Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6). Review the enclosed forms. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System.
- 7. **Non-Supplantation Letter** A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements Supplanting Prohibition*). Signed letters must be faxed separately to 202-305-2589, attention: Lauren Nassikas

Applications must be submitted online via the new OJP Grants Management System. Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process.

Applications will be accepted immediately, but must be received no later than <u>February 8, 2000</u>.

OMB Approval No. 0348-0043

APPLICATION FOR 2. DATE SUBMITTED Applicant identifier **FEDERAL ASSISTANCE** 3. DATE RECEIVED BY STATE State Application Identifier 1. TYPE OF SUBMISSION: Application 1 4 1 Preapplication ☐ Construction ☐ Construction 4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier ☐ Non-Construction ☐ Non-Construction 5. APPLICANT INFORMATION Organizational Unit: Legal Name: Name and telephone number of the person to be contacted on matters involving the Address (give city, county, state and zip code): application (give area code) 6. EMPLOYER IDENTIFICATION (EIN) 7 TYPE OF APPLICANT: (enter appropriate letter in box) H. Independent School Dist. B. County L. State Controlled Institution of Higher Learning J. Private Industry C. Municipal 8, TYPE OF APPLICATION: D. Township K. Indian Tribe ☐ Continuation ☐ Revision ■ New E. Interstate L. Individual F. Intermunicipal M. Profit Organization If Revision, enter appropriate letter(s) in box(es): G. Special District N. Other (specify): -A. Increase Award B. Decrease Award C. Increase Duration 9. NAME OF FEDERAL AGENCY: D. Decrease Duration Other (specify): 11, DESCRIPTIVE TITLE OF APPLICANTS PROJECT: 10, CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE: 12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): 13. PROPOSED PROJECT. 14. CONGRESSIONAL DISCRICTS OF: Ending Date Start Date a. Applicant b. Project 15. ESTIMATED FUNDING: 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? .00 a, Federal a, YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: .00 \$ b. Applicant DATE ___ c. State .00 b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 d. Local S .00 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW e Other \$.00 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? \$.00 f. Program Income ☐ Yes If "Yes," attach an explanation. g. TOTAL .00 18, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED a. Typed Name of Authorized Representative b. Title c. Telephone number d. Signature of Authorized Representative e. Date Signed

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	Type of Application: Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, "[insert agency name]"
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

- It possesses legal authority to apply for the grant; that a resolution, motion
 or similar action has been duly adopted or passed as an official act of the
 applicant's governing body, authorizing the filing of the application,
 including all understandings and assurances contained therein, and
 directing and authorizing the person identified as the official
 representative of the applicant to act in connection with the application
 and to provide such additional information may be required.
- It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
- It will comply with provisions of Federal law which limit certain political
 activities of employees of a State or local unit of government whose
 principal employment is in connection with an activity financed in whole or
 in part by Federal grants. (5 USC 1501, et seq.)
- It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
- It will establish safeguards to prohibit employees from using their
 positions for a purpose that is or gives the appearance of being motivated
 by a desire for private gain for themselves or others, particularly those
 with whom they have family, business, or other ties.
- It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- 9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase ?Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

- 6. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
- 11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
- 12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- 13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
- 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
- 16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System..



U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-twide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1, LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in con-nection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or at-tempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67,510, -

- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a threeyear period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67,615 and 67,620 —

- A. The applicant certifies that it will or will continue to provide a drugfree workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drugfree awareness program to inform employees about —
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drugfree workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and	
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statue occurring in the workplace no later than five calendar days after such conviction;	
(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;	Check if there are workplaces on file that are not identified here. Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.
(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —	Check ☐ if the State has elected to complete OJP Form 4061/7.
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or	DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes bya Federal, State, or local health, law enforcement, or other appropriate	As required by the Drug-Free Workplace Act of 1988, and implemented a 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —
agency; (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e),	A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:	B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk,
Place of Performance (Street address, city, county, state, zip code)	633 Indiana Avenue, N.W., Washington, D.C. 20531.
2, Application Number and/or Project Name	3, Grantee IRS/Vendor Number
Typed Name and Title of Authorized Representative	
5. Signature	6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. load e. load guarantee f. loan insurance	b. initic.	offer/application al award award	3. Report type: a. initial filing b. material change For Material Change Only: year ————————————————————————————————————
4. Name and Address of Reporting Ent	-		g Entity in No. 4 is Subawardee, e and Address of Prime:
6. Federal Department/Agency:			onal District , <i>If known:</i> ogram Name/Description:
		CDFA Numb	er, if applicable:
8. Federal Action Number, <i>If known:</i>		9. Award Amo \$	ount, <i>if known:</i>
10. a. Name and Address of Lobbying (if individual, last name, first nam		(includir	als Performing Services og address if different from No. 10a) ne, first name, MI)
11. Information requested through this form is auti 31 U.S.C. section 1352. This disclosure of lobb a material representation of the fact upon which placed by the tier above when this transaction entered into. This disclosure is required pursu 1352. This information will be reported to the Cannually and will be available for public inspective fails to file the required disclosure shall be civil penalty of not less than \$10,000 and not m \$100,000 for each such failure.	ying activities is h reliance was was made or lant to 31 U.S.C. Congress semitation. Any person a subject to a	Name:	Date:
Federal Use Only:			Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity. whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- b. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subwardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- 5. If the organization filing the report I n item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
- Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
- 1. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
- 9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
- 10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
- 11. The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviwing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Magement and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

the apprease organization.		
Name/Position	Computation	Cost
TOTAL		
TOTAL		
formula. Fringe benefits are for	nefits should be based on actual know the personnel listed in budget categories project. Fringe benefits on overting Unemployment Compensation.	ory (A) and only for the
Name/Position	Computation	Cost
TOTAL		
Total Personnel & Fringe Ben	efits	

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	<u>item</u>	<u>Computation</u>	Cost
TOTAL Y				
TOTAL				
D. Equipment - List non-capitalization policy for claincluded in the "Supplies" versus leasing equipment, advances. Rented or leased Explain how the equipment describing the procurement	assification of equi- category. Applican especially high cos equipment costs s t is necessary for the	pment should its should anal t items and th hould be listene success of	be used). Expendable iter lyze the cost benefits of p ose subject to rapid techn d in the "Contractual" cat	ms should be urchasing ical egory.
<u>Item</u>	Com	putation	Cost	
TOTAL				

other expendable items such as	books, hand held tape recorders	s) and show the basis for e expendable or consumed during
Supply Items	Computation	Cost
TOTAL		
		ble. In some cases, minor repairs fice before budgeting funds in this
<u>Purpose</u>	Description of Work	Cost
TOTAL		

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$50 per day require additional justification and prior approval from OJP.					
Name of Consultant	Service Provid	led Computation	<u>Cost</u>		
Subtotal					
	List all expenses to be pe., travel, meals, lodging	_	he individual consultant in		
<u>Item</u>	Location	Computation	Cost		
Subtotal					
estimate of the cost. Ap	description of the product oplicants are encouraged separate justification mus	to promote free and op			
<u>Item</u>			Cost		
Subtotal					
TOTAL					

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or

the Federal Acquisition Regulations are followed.

H. Other Costs - List items (e.g., re and investigative or confidential function example, provide the square footage rental cost and how many months to	ds) by major type and the and the cost per square f	e basis of the computation. For
Description	Computation	<u>Cost</u>
TOTAL I. Indirect Costs - Indirect costs indirect cost rate. A copy of the rate attached. If the applicant does not ha applicant's cognizant Federal agency	approval, (a fully execu ve an approved rate, one	ted, negotiated agreement), must be can be requested by contacting the
the applicant organization, or if the a allocated in the direct costs categorie		stem permits, costs may be
Description	Computation	<u>Cost</u>
TOTAL		

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Buc	Budget Category	
A.	Personnel	
В.	Fringe Benefits	
C.	Travel	
D.	Equipment	
E.	Supplies	
F.	Construction	
G.	Consultants/Contracts	
Н.	Other	
	Total Direct Costs	
I.	Indirect Costs	
	TOTAL PROJECT COSTS	
Fed	leral Request	
Nor	n-Federal Amount	



OMB Approval No. 1121-0188 Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 18 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Investigator 2 advocates Administrative Assistant	(\$50,000 x 100% x 1.5) (\$50,000 x 100% x 1.5 x 2) (\$40,000 x 50% x 1.5)	\$75,000 \$150,000 <u>\$30,000</u> \$255,000
Cost of living increase Overtime per investigator	(\$225,000 x 2% x .5yr .) (\$37.5/hr x 100 hrs x 3)	\$2,250 \$11,250

The investigator and the advocates will be assigned exclusively to domestic violence unit. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$268,500

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation		Cost
Employer's FICA	\$255,000 x 7.65%		\$19,507
Retirement	\$255,000 x 6%		\$15,300
Health Insurance	\$255,000 x 12%		\$30,600
Workman's Compensation	\$255,000 x 1%		\$ 2,550
Unemployment Compensation	\$255,000 x 1%		\$ 2,550
		TOTAL	<u>\$70,507</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	<u>ltem</u>	<u>Computation</u>	Cost
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$
				6 0 0
		Hotel	(\$75/night x 2 nights x 2	
		Meals	people x 2 trips) (\$35/day x 3 days x 2 people x 2 trips)	\$ 600 le \$ 420
OJP-designated Technical Assistance				\$15,000

The two advocates will attend training on domestic violence and child abuse in Minneapolis in October.

TOTAL \$16,620

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>ltem</u>	<u>Computation</u>	<u>Cost</u>
3 - 486 Computer w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	<u>Computation</u>	Cost
Office Supplies Postage	(\$50/mo x 12 mo) (\$20/mo x 12 mo)	\$ 600 \$ 240
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$1,840

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	Description of Work	Cost
Renovation	Add walls	\$5,000
	Build work tables	\$3,000
	Build evidence storage units	\$2,000

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

TOTAL \$10,000

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost	
Jane Doe	Domestic Violence Tr	rainer (\$150/day x	30 days)	\$ 4
				, 5 0

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>ltem</u>	Location	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals	-	(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal <u>\$5,400</u>

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Not applicable

TOTAL \$9,900

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 12 mo.)	\$10,500

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 12)	\$ 1,200
Printing/Reproduction	(\$150/mo. x 12)	\$ 1,800

TOTAL \$13,500

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
TOTAL		

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

	Budget Category	<u>Amount</u>	
A.	Personnel	<u>\$</u>	<u>268,500</u>
В.	Fringe Benefits	<u>\$</u>	70,507
C.	Travel	<u>\$</u>	<u>16,620</u>
D.	Equipment	<u>\$</u>	<u>7,000</u>
E.	Supplies	<u>\$</u>	<u>1,840</u>
F.	Construction	<u>\$</u>	<u>10,000</u>
G.	Consultants/Contracts	<u>\$</u>	<u>9,900</u>
Н.	Other	<u>\$</u>	<u>13,500</u>
	Total Direct Costs	<u>\$</u>	<u>397,867</u>
I.	Indirect Costs	<u>\$</u>	<u>o</u>
	TOTAL PROJECT COSTS	<u>\$</u>	<u>397,867</u>
Federal Request		<u>\$</u>	<u>397,867</u>
Non-Federal Amount		<u>\$</u>	<u>NA</u>

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts, Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

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